

Presenter:

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Lesson Objectives

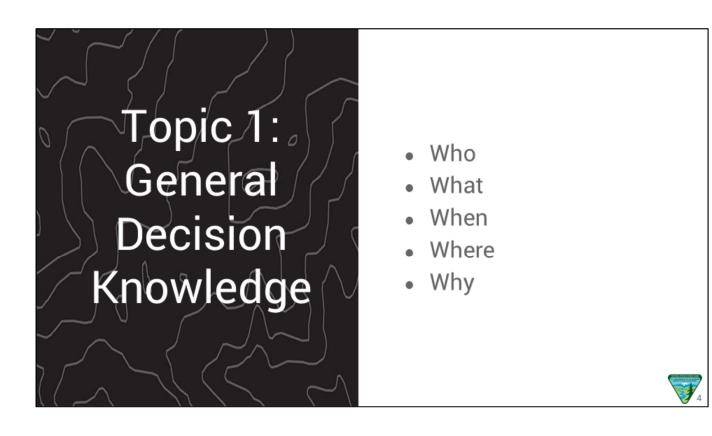
- → Given a bond form and financial instrument, write a Decision in accordance with the bond-processing handbook (program area specific).
- → Given a Decision, update BASS (Bond and Surety System) in LR2000 in accordance with the data standards.



Route

- Topic 1: General Decision Knowledge
- Topic 2: Writing Decision Steps
 - o Locate/open office letterhead
 - o Locate Decision format in handbook
 - o Write Decision following format





General Decision Knowledge

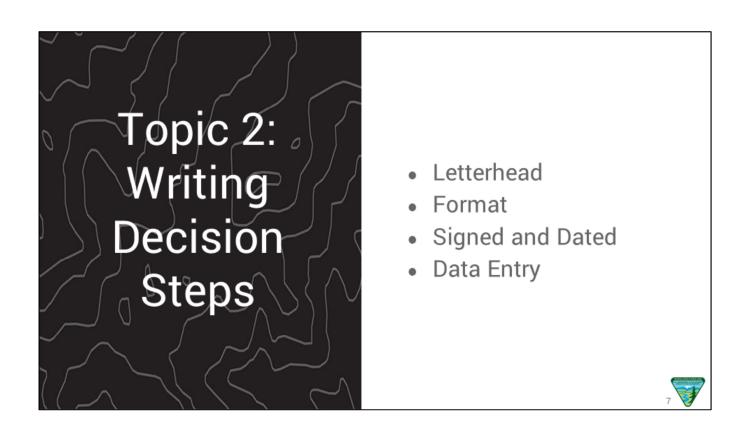
- What is the purpose and importance of a Decision?
 - A Decision conveys any action taken by the BLM. Decisions are important first to notify the customer of the action and also to document the case file.
- Who writes the Decision?
 - o Bond Decisions are usually written by the bond adjudicator.
- When is the Decision written?
 - o Decisions are written when an action is taken



General Decision Knowledge

- What guidance is used?
 - o Decision formatting is based on the BLM's correspondence Handbook.
- Where are the example Decision letters located?
 - o In the BLM's correspondence Handbook.
- Will the format on the examples be sufficient?
 - o Depends on your state.





Writing Decision Steps

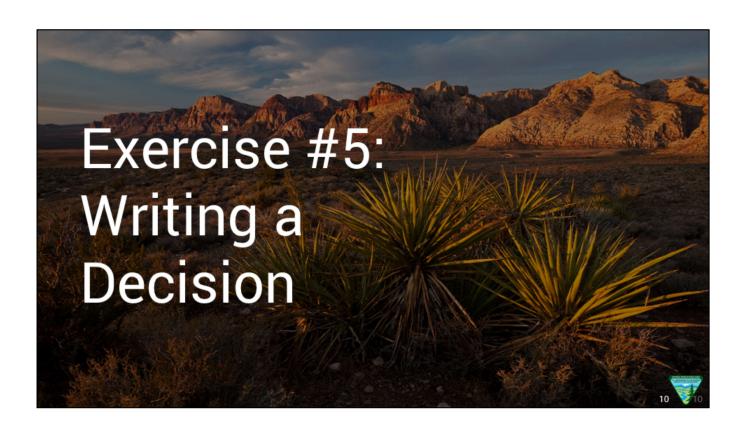
- Step 1 Locate/open office letterhead
- Step 2 Location Decision format
- Step 3 Write Decision



Demonstration

• Decision Letter Format





Writing Decision Steps

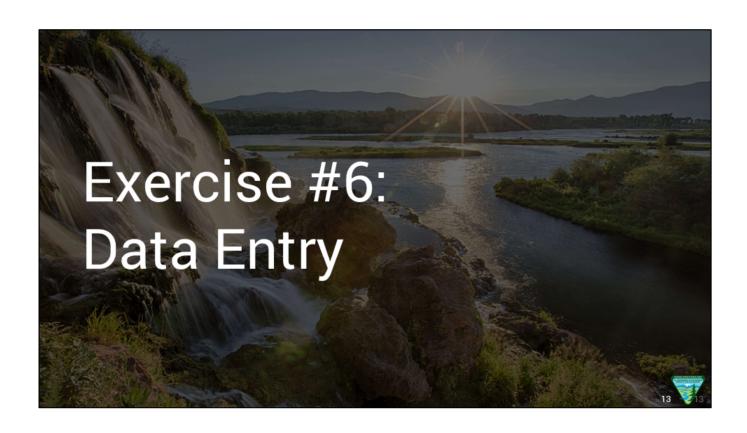
- Step 4 Get Decision signed and dated
- Step 5 Data entry



Demonstration

Updating BASS







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You should now be able to:

- → Given a bond form and financial instrument, write a Decision in accordance with the bond-processing handbook (program area specific).
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Summary

- Topic 1: General Decision Knowledge
- Topic 2: Writing Decision Steps
 - o Locate/open office letterhead
 - o Locate Decision format in handbook
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